

Agenda Keyboard Shortcuts

Agenda menu

Shortcut	Command
⌘ ,	Preferences...
⌘ H	Hide Agenda
⇧⌘ H	Hide Others
⌘ Q	Quit Agenda
⇧⌘ Q	Quit and Close All Windows

File menu

Shortcut	Command
⇧⌘ N	New Project...
⇧⌘ N	New Category...
⌘ N	New Note
^⌘ N	New Note After Selected Note
⌘ W	Close Window
⇧⌘ W	Close All Windows
⌘ P	Print...
⇧⌘ P	Print Selected Notes...

Edit menu

Shortcut	Command
⌘ Z	Undo
⌘ X	Cut
⌘ C	Copy
⇧⌘ M	Copy as Markdown
⇧⌘ H	Copy as HTML
⇧⌘ L	Copy as Agenda Link

⌘ V	Paste
⇧⌘ V	Paste and Match Style
⌘ ⌫	Delete
⌘ A	Select All
⌘ F	Find...
⇧⌘ F	Find in All Projects
⌘ :	Show Spelling and Grammar
⌘ ;	Spell Check Document Now

Note menu

Shortcut	Command
⇧⌘ U	Mark as On the Agenda / Remove from On the Agenda
⌘ ↶	Mark as Done / Undone
⇧⌘ ↶	Mark as Done Completely (also Removes from On the Agenda)
⇧⌘ D	Assign Date...
⇧⌘ ↶	Assign to Today
⇧⌘ K	Pin to Top / Unpin from Top
^⌘ ↑	Move to Before Previous Note
⇧^⌘ ↑	Move to Before First Note
^⌘ ↓	Move to After Next Note
⇧^⌘ ↓	Move to After Last Note
⇧⌘ ↑	Collapse
⇧⇧⌘ ↑	Collapse All
⇧⌘ ↓	Expand
⇧⇧⌘ ↓	Expand All
⇧⌘ T	Make Tag
⇧⌘ P / @	Assign Person
⇧⌘ A	Attach File...
⌘ K	Add Link...
⇧⌘ ⌫	Delete Selected Notes

Format menu

Shortcut	Command
^⌘ 0	Body Text
^⌘ 1	Heading
^⌘ 2	Sub-Heading
^⌘ 3	Minor Heading
^⌘ 4	Minor Sub-Heading
^⌘ 5	Preformatted
^⌘ 0	Body Text
^⌘ 0	Body Text
⇧⌘ -	Bullet List
⇧⌘ I	Numbered List
⇧⌘ C	Checklist
^⌘ C	Mark as Checked / Unchecked
⌘]	Increase Indentation
⌘ [Decrease Indentation
⌘ B	Bold
⌘ I	Italic
⌘ U	Underline
⌘ L	Fixed Width
⇧⌘ X	Strikethrough
^⌘ +	Superscript
^⌘ -	Subscript

View menu

Shortcut	Command
⌘ 1	On The Agenda
⌘ 2	Today

^ 1	Project List
^ 2	Table of Contents
⌘ T	Show Today's Calendar
⌘ T	Show Calendar Date...
⌘ ←	Previous Day
⌘ →	Next Day
⌘ 0	Use Standard Text Size
⌘ + / =	Increase Text Size
⌘ -	Decrease Text Size
⌘ 0	Use Standard Line Spacing
⌘ + / =	Enlarge Line Spacing
⌘ -	Reduce Line Spacing
^ ⌘ T	Go to Today
^ ⌘ S	Go to Selected
^ ⌘ ←	Go Back in History
^ ⌘ →	Go Forward in History
⌘ S	Show/Hide Projects Sidebar
⌘ I	Show/Hide Related Panel
^ ⌘ F	Enter Full Screen

Window menu

Shortcut	Command
⌘ M	Minimize
⌘ M	Minimize All

Help menu

Shortcut	Command
⌘ ?	Agenda Community

Keyboard Navigation

While focus is on the project sidebar:

Shortcut	Command
→/↩/↪	Shift focus to the notes list
↑	Select previous item
↓	Select next item

While focus is on the notes list:

Shortcut	Command
↩	Begin editing the selected note
←	Shift focus to the project sidebar
→	Select note title
⏪ → / ↑	Select previous note
→ / ↓	Select next note
Escape	End editing the selected note

While focus is on the calendar popover:

Shortcut	Command
←	Select previous day (hold ⏪ to extend the selection)
→	Select next day (hold ⏪ to extend the selection)
⌘ ←	Go to previous month
⌘ →	Go to next month
↑	Select previous week (hold ⏪ to extend the selection)
↓	Select next week (hold ⏪ to extend the selection)
⌘ ↑	Go to previous year
⌘ ↓	Go to next year
↩	Done / Save
Escape	Cancel

Modifiers

Symbol	Key
⌘	command
⌥	option/alt
⌘	control/ctrl
⇧	shift